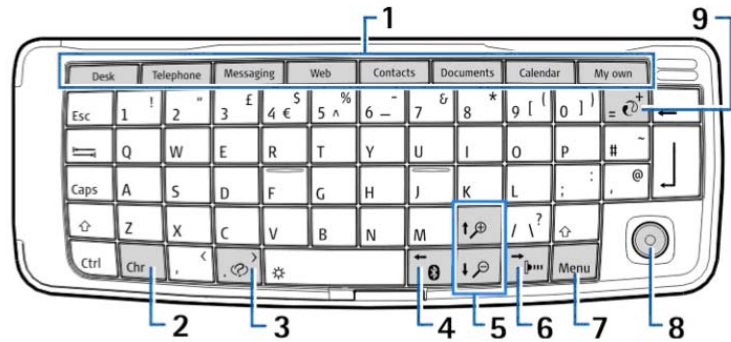


Using OpenHand with Nokia 9300

Communicator interface

Lets start with explaining general use of Communicator's interface.

1 — Application buttons. Each button starts the corresponding application, except My own key, which you can configure to open any application. Press Ctrl+My own key to select the application you want the My own key to open. Note that you can open these applications from Desk, too. You can for example use My own key to open **OpenHand**. After pressing Ctrl+My own key, select **OpenHand** by using the Joystick or the right/left arrow key and then press Done.



2 — Character key. Opens a character table where you can select special characters. Press Chr+keys with blue symbols to access characters and functions behind key combinations.

3 — Help key. To get support using your device, press Chr+ Help key.

4 — Bluetooth key. To activate Bluetooth, press the Chr+ Bluetooth key to deactivate, press the Chr+ Bluetooth key again.

5 — The Zoom keys. Pressing Chr+zoom keys makes the fonts and some icons larger or smaller.

6 — Infrared key. To activate infrared, press Chr+ Infrared key. To deactivate, press the Chr+ Infrared key again.

7 — Menu key. Press the Menu key to open the menu or in multipage dialogs to move from one page to another. Menu Key is for example used for extra features in **OpenHand**.

8 — Joystick. Move the joystick to the left, right, up or down to scroll through different lists. Press the center of the joystick to select or to perform the function of an underlined command button. To change the acceleration or the speed at which the cursor moves, select Desk → Tools → Control panel → General → Display → Cursor settings.




Desk

Desk is a starting point from which you can open all applications in the device or on a memory card. Use the joystick or arrow keys to move up and down on the screen. Desk shows all applications that are installed in your device. When you install new applications, they are shown on Desk as well. Most applications are grouped in default groups, which are Personal, Office, Media, and Tools. If you have applications on a memory card, those are shown on Desk or in one of the groups, depending on the application. **OpenHand** appears on the desk after installation.



Application menu:

Switching between open applications

To switch between open applications, press Menu, select  and select the application. You can also close applications in the application list.

Tip: Press Chr+the tab key to switch between open applications. Press Chr+the tab key again to move in the list.



Starting OpenHand

To start the OpenHand application select Open when the application is selected or by pressing My own key in the Application row. OpenHand's desktop appears. Note before opening OpenHand by pressing My own key, it has to be preconfigured for opening OpenHand – see instruction in Communication interface section 1 above.

Server- and Local Password

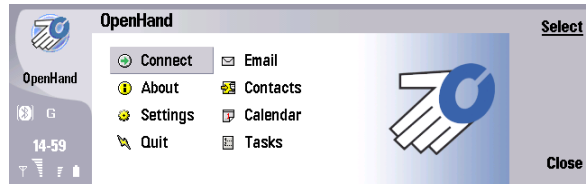
In OpenHand users can setup two kinds of password to enter the system, Server Password and Local Password. When you log into OpenHand for the first time, the program ask you to enter server password. Server Password is the same password that you use for your desktop. You can choose to save the password on the device. To set local local password on the device mark Encrypt Locally in Settings under Security flip. If you chose to have Local Password you have to key in your local password and press OK to enter the OpenHand client.



Tip: If you save server password on the device, use local encryption for security reason.

Connecting

To go online press Connect. OpenHand starts to communicate through the GPRS network. When all communication messages disappear the OpenHand Main Menu is displayed. Now you can chose which part of the client you want to work with Email, Contact, Calendar or Tasks. To work offline select Disconnect.



Email

Select the Email on the main menu to display the mail list. When Inbox is listed you can open selected email or you can Page up and down. If you select Page down or Page up next emails are listed and the email list will be refreshed.



Mail Menu

On the Mail list, press Menu key to display Mail Menu.

File Menu:

Refresh list: refresh list in mail

Navigate: To have access to another mail folders select Navigate and you can choose between Local Storage, Mailbox, Public folders and Address lists. Documents in other mail folders can be forwarded, replied.



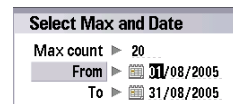
Tip: Press Joystick to right to expand Mail folders.

Save Locally: Gives opportunity to save one or more emails to device.

Tip: Use Joystick or arrow keys to select (mark) emails to be saved.

Save Attachment: You can save attachment to you device.
Note: Attachment's can be too big to download to the device.

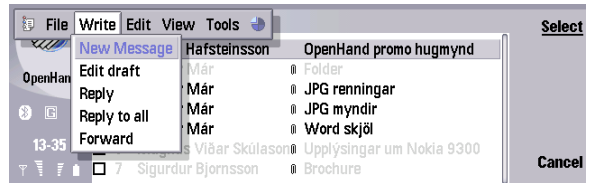
Download SnapShot: SnapShot of Email can be copied to the device for browsing emails offline. When this option is selected you can chose between numbers of emails or period to be copied.



Home: Brings you back to OpenHand home window.

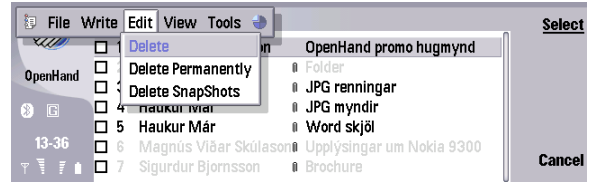
Write Menu:

In this menu emails can be written, replied and forwarded. Furthermore drafts can be modified here.



Edit Menu:

Email can be deleted or deleted Permanently. The different between those two options is that when email is deleted it is moved to Deleted items were it can be found, on the other hand when you delete email permanently, the email disappear and can not be restored.



View menu:

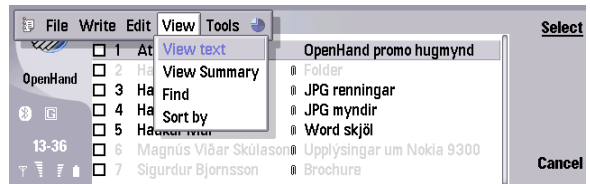
View text: If you want to view emails text you can choose this option or by select open in email list, or by pressing joystick down in the same list.

View Summary: Views selected email summary such as. size, attachments, dates, how's it from etc.

Find: This is powerful way to find any kind of email on your server, because you are working online in real-time.

Note: To view email list again you have to go into the Find menu and clear the filtering and press OK.

Sort by: All your emails on the server can be sorted in various ways, Date descending, From descending, Date ascending and From ascending.

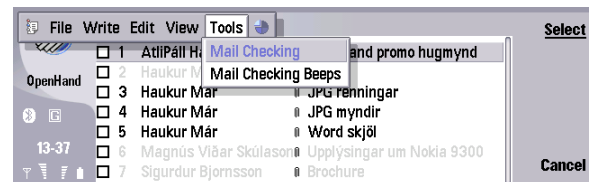


Tools menu:

Mail Checking: By selecting Mail Checking you can preset the interval between mail checking.



Tip: Use joystick to select preferred time between the mail checking.

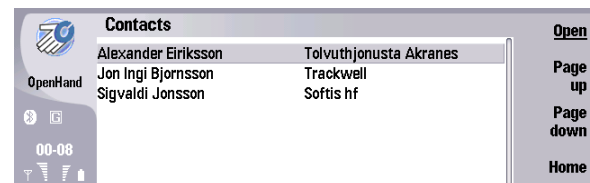


Mail Checking Beeps: Here you can select the sound "Beeps" for new mail.

Contact

In home view select Contact to display local contact list.

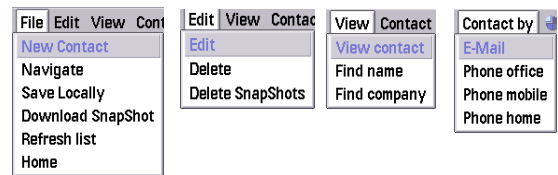
Tip: If you want to use Global Address list, select Menu button, File and Navigate.



Contact menu:

File menu in contacts are very similar to those in email.

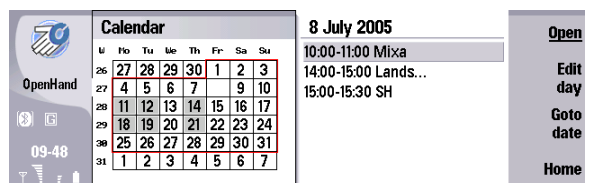
Note: You cannot edit downloaded SnapShot but Contacts created when staying offline will be updated when you connect again.



Calendar

In home view select Calendar to display monthly view of Calendar.

Tip: Use Joystick or arrows keys to navigate to desired date.

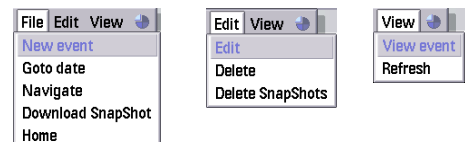


Calendar menu:

File menu in Calendar are very similar to those in email and Contact.

Tip: To work with Calendar offline Download SnapShot of selected period.

Note: You cannot edit downloaded SnapShot but new event created when staying offline will be updated when you connect again.



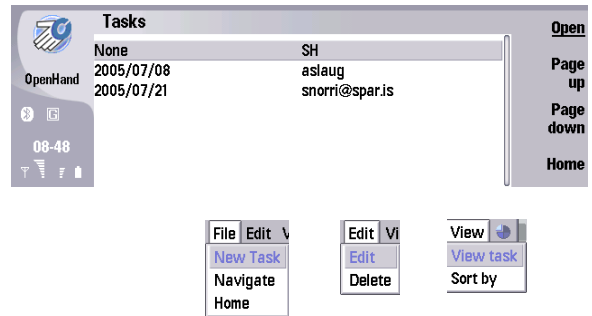
Tasks

In home view select Tasks to display list of Tasks.

Tip: Use Joystick or arrows keys to navigate to desired Task, To open selected task press Open or press Joystick centre.

Tasks menu:

File menu in Task are very similar to those in Email, Contact and Calendar.
Note: You cannot take SnapShot of Task.



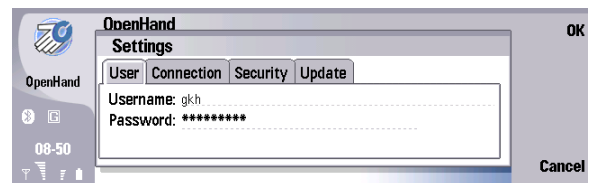
OpenHand Settings

To modify OpenHand settings select Settings from the main menu.

There are a number of settings used by OpenHand to securely connect to your corporate infrastructure. These are:

Username - This is your normal login name that you use within the office prefixed by the IT 'Domain' name.

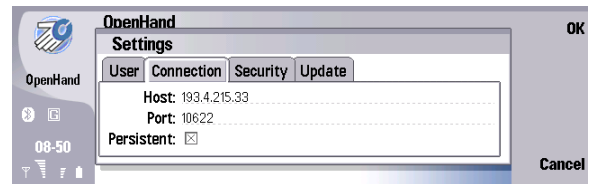
Password - Your normal login password. This can be saved only if permitted by your internal security policy.



Host address – Often referred to as the Firewall

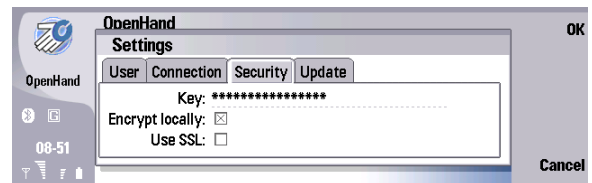
Port – The identity of the link to OpenHand within the IT network

Persistence - This compensates for the times that GPRS links are saturated and terminated by your mobile network provider. Default is **Yes** (Select by pressing central cursor button)



Key – A unique scrambled identifier for additional security (Never alter this)

Encrypt Local - This enables the high level encryption of the local email folders within OpenHand. Default is **Yes** (Select by pressing central cursor button)



Notes:

a. To simplify the login procedure you can store both your **Username** and **Password** so you will just need to select **Go On-Line** in future. You should consider the security implications before using this feature. Your security IT team may prevent you from saving your password locally even if you enter it into the device. Your IT staff controls this centrally.

1. Depending on whether you are connecting to a Microsoft Exchange server or an IBM Lotus Notes – Domino server. Type in your **Username** for the server you are connecting to. The format depends on the type of server:

- For Microsoft Exchange : <DOMAINNAME>\<USERNAME>
- For IBM Lotus Notes - Domino: <USERNAME>

NOTE: In some cases the OpenHand server for Exchange allows users to connect to the server without using the <DOMAINNAME>\ prefix.

2. Type in your **Password** for the server you are connecting to:

- For Microsoft Exchange : Use your LAN Account password
- For Lotus Domino: Use your internet password

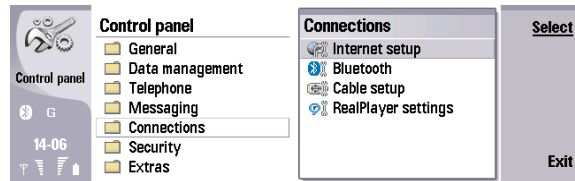
b. If you are unable to log in:

1. Click **Settings** to check your connection settings. Your network administrator will advise you of the correct settings.
2. Check your **Username** and **Password** are correct and are in the right format for the type of server you are connecting to.
3. Check that Caps Lock is not on.

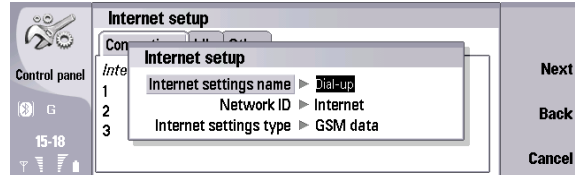
Dial-up

To have the option to use OpenHand where there are no roaming agreements or you don't have any GPRS connection, you have to setup Dial-up connection.

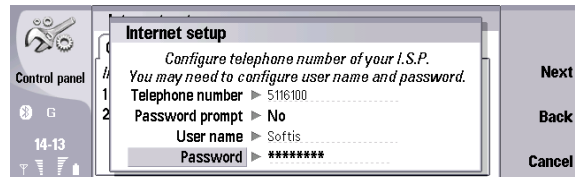
In Application buttons and choose Desk • Tools • Control panel • Internet setup



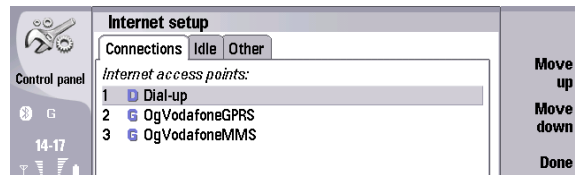
Choose New • No • Next and put in information about Internet settings name for example "Dial-up", Network ID should be Internet and for Internet settings type choose GSM data.



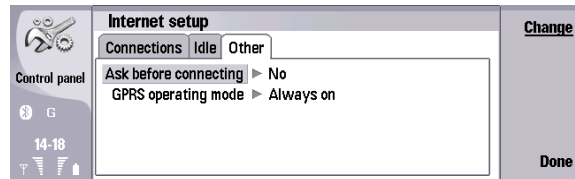
Select Next • Type in information from your service provider and click Next • Finish.



If the phone is preset to use the Internet access point in the first line then it can be necessary to change how the line is sorted. Select Priority • Move Down or Move up to move the Dial-up.



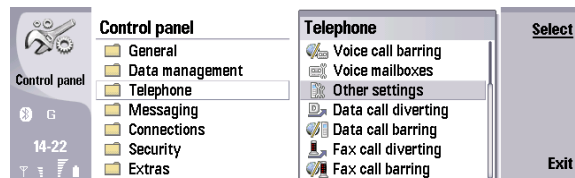
If you are going to use Dial-up you have to change the Internet setup to ask before connecting, to choose the Dial-up connection. From Application buttons select Desk • Tools • Control panel • Internet setup. Choose the **Other** flip and change Ask before connecting to No by pressing the Joystick to right.



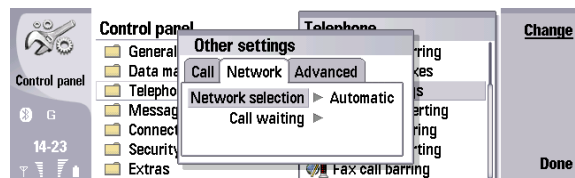
Manual selecting Phone Company

When using OpenHand abroad its necessary to change settings for Network selection.

From Application buttons choose Desk • Tools • Control panel • Telephone • Other settings.



In Other settings choose flip for Network and change Network selection to Manual from Automatic.



Choose the Phone Company that has roaming agreements with your Phone Company.

Note: Contact your Pone Company for information about roaming agreements.

